

Draft Expression of Interest (EoI)

No. A-12011/02/2022-Estt.(Vol.IV)

राष्ट्रीय राजधानी क्षेत्र और निकटवर्ती क्षेत्रों में वायु गुणवत्ता प्रबंधन आयोग

**Commission for Air Quality Management
in NCR and Adjoining Areas(CAQI)**

Expression of Interest for Empanelment of Government /
PSU/Autonomous Bodies for conducting online computer based
written test for Direct Recruitment for different posts on behalf of
CAQM.

Issue date: 19.12.2025

Closing date: 18.01.2026 (5.00 P.M.)

Contact Officer:

(During office hours 10.00 am to 5.00 pm (Mon-Fri)

Shri Rajendra Sharma
Deputy Secretary,
Commission for Air Quality Management,
17th Floor, Jawahar Vyapar Bhawan,
STC Building, Tolstoy Marg,
New Delhi-110001.
Website: <http://caqm@nic.in>
Email: caqm-ncr@gov.in
Phone: 011-23446813

Chapter – 1

INTRODUCTION

The Commission for Air Quality Management in NCR and Adjoining Areas has been established under an Act of Parliament for better coordination, research, identification and resolution of problems surrounding the air quality index and for matters connected therewith or incidental thereto in Delhi NCR and Adjoining Areas.

Chapter-2

GENERAL INSTRUCTIONS FOR BIDDERS

1. The EOI requires submission of a detailed proposal for advertisement, calling online applications, settling grievances of applicants online, having/hiring exam centres for conducting online written tests in Delhi NCR and providing names of meritorious candidates in the ratio of 1:5 or more for each post as per decision of CAQM for final selection.
2. Details of posts and number of posts to be filled up, shall be conveyed at the time of calling financial bids from the empaneled government agencies.
3. Pre EOI meeting will be held on 09.01.2026 at 11.00 A.M. in CAQM office, before the end date of EOI Submission to address the queries related to the requirement. Further clarifications (if any) regarding any aspect of the EOI (if any) will be provided to the Bidders consequently. Only the queries received on or before the date prior to the Pre-EOI meeting will be entertained and answered. All such queries / clarifications, together with all details on which the clarification had been sought, will be uploaded on the GeM portal and on the CAQM Website.

Such clarifications shall form part of the EOI document. Bidder can send their queries to:

Shri Rajendra Sharma
Deputy Secretary,
Commission for Air Quality Management,
17th Floor, Jawahar Vyapar Bhawan,
STC Building, Tolstoy Marg, New Delhi-110001.
Website: <http://caqm@nic.in>
Email: caqm-ncr@gov.in
Phone: 011-23446813

The representatives of the interested parties (restricted to two persons) may attend the Pre EOI Meeting. In case of non-receipt of any query in advance, the meeting will not be conducted.

4. Eligibility Criteria: All the interested Government / PSU/ Autonomous organizations must meet the criteria mentioned at Annexure-T-I. The bidding parties meeting the criteria must enclose their supporting documents along with their proposal on GeM Portal (<https://gem.gov.in>).
5. CAQM invites detailed proposal from Govt./PSU/ Autonomous organizations in single packet through GeM to judge the eligibility of the organizations and empanelment them for inviting bids at a later date.

6. The EOI document can be downloaded from the GeM Portal (URL:<https://gem.gov.in>). Besides, EOI document can also be downloaded from the CAQM website (<https://www.caqm.nic.in>). Prospective Bidders who have not enrolled/registered with the Gem portal shall have to enroll/register themselves before participating through the website of GeM ([URL:https://gem.gov.in](https://gem.gov.in)).

7. Period of Validity of EOI: The proposals shall remain valid till 180 days from the date of opening which can be extended further.

8. Evaluation & empanelment:

After the opening of the proposal, the CAQM will examine the credentials of the agencies, based on the submitted documents as per the eligibility criteria detailed in Annexeure T-I and other eligibility criteria as mentioned in GeM Bid Document to shortlist the agencies for calling limited tender at a later date.

9. The Competent Authority of CAQM is not bound to accept the proposal if any technical discrepancies are found in the EOI. However, it reserves the right to accept/reject the proposal, and the decision of the Authority in this regard shall be final and binding on the Bidder.

10. Mere submission of proposal will not be considered as a qualification of the bidder in regular tender inquiry to be published later.

11. Resolution of Disputes: If any dispute arises between the parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or breach of any provision of the proposal, both Parties hereto shall endeavor to settle such dispute amicably.

Authorized Signatory (Signature in full): _____

Name and title of Signatory: _____

Stamp of the Government Agency: _____

Chapter – 3
Commission for Air Quality Management
in NCR and Adjoining Areas(CAQM)

Annexure T-I

Pre-qualification Criteria

Checklist for Proposal (EOI)

Mention Page Numbers

Sr. No	Pre-qualification criteria	Documents to be provided	Attached (Y/N)	Page No.
01.	The prospective Bidder shall be Government / PSU / Autonomous Organization handling online exams for Direct recruitment since last three financial years.	Registration Certificate of Business, if applicable or authorization for conducting online exams.		
02.	Bidder must have GST registration certificate issued by the Competent Authority	Attested copy of GST registration certificate.		
03.	Bidder must have PAN/TAN/GIR card.	Attested copy of PAN/GIR/TAN Card		
04.	Bidder's Details	Annexure- I [On the letterhead of the Bidder]		
05.	Declaration of Bidder	Annexure- II [On the letterhead of the Bidder]		
06.	Declaration of blacklisting/non-blacklisting	Annexure- III [On the letterhead of the Bidder]		
07.	Financial Turnover from similar work	Annexure- IV [On the letterhead of the Bidder]		
08.	Details of Experience of similar services	Annexure- V [On the letterhead of the Bidder]		
09	Details of complaints, if any received from candidates / organizations for lapses in conducting the tests.	Attested copies of such complaints with Index.		
10.	Profile / Annual Report of the Agency of the year 2024-25	To be enclosed with proposal		

The bidder is required to submit the self-attested photocopies of the above documents along with the proposal, failing which their proposal may not be considered:

Authorized Signatory (Signature in full): _____

Name and title of Signatory: _____

Stamp of the Government Agency: _____

**Commission for Air Quality Management
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Annexure- I

Bidder's Details

[On the letterhead of the Bidder]

1	Name of the Government / PSU / Autonomous organization		
2	Name and Designation of Authorized Signatory		
3	Office Address of the Firm/ Communication Address:		
4	Phone No. / Mobile No:		
5	E-Mail ID:		
6	GST registration Number:		
7	PAN Number:		
Particular Details of the Bidders Representative			
8	Contact Person:	Name of Person:	
		Designation:	
		Tele / Mobile No:	
		E-Mail ID:	

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Organization Rubber Stamp: _____

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Annexure- II

DECLARATION

[On the letterhead of the Bidder]

I, _____ Son/Daughter/Wife of _____
Director / Company Secretary/ Authorized Signatory of the organization, mentioned above, is competent to sign this declaration and to submit this document;

I/We hereby certify that I/We have read the entire terms and conditions of the EOI documents. I/We shall abide hereby by the terms / conditions / clauses contained therein.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the EOI conditions of above-mentioned EOI document(s) in it's totally / entirely.

In case any provision of this EOI is found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this EOI.

Authorized Signatory (Signature in full): _____

Name and title of Signatory: _____

Stamp of the Organization: _____

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Annexure- III

CERTIFICATE

DECARATION REGARDING BLACKLISTING/NON-BLACKLISTING

[On the letterhead of the Bidder]

I /We Director / Company Secretary of hereby declare that organization namely..... has not been blacklisted or debarred in the past by any Court / Central Government Department /State Govt./ PSU / Municipal Corporation / other Govt. Bodies from taking part in Government EOI/ Bids / tenders as on date of submission of proposal.

Or

I / We Director / Company Secretary of hereby declare that the Organization namely..... was blacklisted or debarred by any Government Department/State Govt./PSU/Municipal Corporation/other Govt. Bodies from taking part in Government EOIs for a period ofyears w.e.f The period over onand now the organization is entitled to take part in Tenders / Bids. In case, the above information is found false, I/we am/are fully aware that the EOI / future work order will be rejected / cancelled by CAQM and EMD/Performance Bank Guarantee shall be forfeited. In addition to the above CAQM will not be responsible to pay the bills for any completed/ partially completed work.

Signature:

Name:

Capacity in which as signed:

Name & address of the Organisation:

Dated:

Signature of Bidder with seal.

**Commission for Air Quality Management
in NCR and Adjoining Areas**

Annexure- IV

FINANCIAL CAPABILITY OF BIDDER

[On the letterhead of the Bidder]

Annual turnover details of the Bidder from similar services

#	Financial Year	Turnover of similar work only (in Rupees)	Document Page No.
A	2022-2023		
B	2023-2024		
C	2024-2025		

1. Please affix the signature of the authorized signatory of the Bidder with name, designation, seal and date here.
2. Please affix the signature of the authorized signatory of the statutory auditor of the Bidder with name, designation, seal and date here.

Authorized Signatory

(Signature in full): _____

Authorized Signature of Statutory Auditor: _____

Name and title of Signatory: _____

Stamp of the Organization: _____

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Annexure- V

Details of works of similar type executed by the Bidder at least since 2022-23

[On the letterhead of the Bidder]

Sl. No.	Name of the Organization	Work Description	Ref. & Date of the order	Work Order Value	Contract Period	Page No

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Organization: _____

- Copies of work orders should be attached with this information. In absence of documentary evidence, proposal is liable to rejected.
- If necessary, separate sheet may be used to submit the information.